



**DEPARTMENT OF THE ARMY**  
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS  
CLOCK TOWER BUILDING - P.O. BOX 2004  
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR Policy  
Statement #006

CEMVR-PC-C (690-600)

9 July 1997

MEMORANDUM FOR All Rock Island District Employees

SUBJECT: Policy on Administrative Dismissal of Employees

1. This memorandum supersedes all previous policy on administrative dismissal of employees for severe weather conditions.
2. When severe weather conditions are present or predicted, employees should monitor the local radio or television stations for information. If Rock Island District Headquarters is closed, an announcement will be made on local radio or television stations. Announcements pertaining to Rock Island Arsenal do not apply to Rock Island District. **UNLESS IT IS SPECIFICALLY ANNOUNCED THAT THE DISTRICT IS CLOSED, THE DISTRICT WILL BE OPEN FOR BUSINESS.**
3. Effective immediately, when severe weather occurs, each supervisor may use the discretion provided by 5 CFR 630.206 to grant up to one hour of excused absence to employees who are unable to report to work on time. A liberal leave policy is authorized, but employees must request the leave and it must be approved by the appropriate supervisor. Decisions to grant additional excused absence, or authorized group dismissal, will be made by the Commander on a case-by-case basis.
4. Employees on approved leave of any type at the time administrative leave is granted for group/workforce dismissal, remain in that leave status. Administrative leave will not be substituted for other approved leave. When an employee is at work and the Commander announces that the District will close at a specific time, any absence prior to the announced time of closure must be charged to a personal leave category (annual, sick, leave without pay, etc.).
5. At locations other than District Headquarters, the site managers, in coordination with their chain of command, will decide when and to what extent excused absence or group dismissal is warranted and will notify the employees by appropriate local means.

//s//

JAMES V. MUDD  
Colonel, EN  
Commanding

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